

## THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

### LEGAL NOTICE CSO Solicitation No. 2181

#### PREPARATION OF A STRATEGIC HIGHWAY SAFETY PLAN FOR THE CONNECTICUT DEPARTMENT OF TRANSPORTATION

The Connecticut Department of Transportation (Department) is seeking to engage a professional engineering firm to prepare and assist on updating and implementing a new Strategic Highway Safety Plan (SHSP).

The SHSP is a comprehensive plan to substantially reduce the vehicle related fatalities and serious injuries on Connecticut's roadways. The new transportation funding program, MAP-21, requires that all States continuously update their SHSPs. Coordination and interaction with numerous State, local and private safety stakeholders will be required.

The contract will be limited to three years, with an option to extend it an additional two years.

If your firm would like to be considered for this assignment, your submittal should consist of a one page letter of interest and Department Form CSO 255 with a maximum of five resumes. **Four copies of the submittal are required, and they must be postmarked by January 7, 2013, or if hand delivered, by 4:00 p.m. on that date.** (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).)

Included in the submittal must be a brief narrative summarizing your current workload, description of proposed staff, qualifications, and discipline experience and expertise in the following: (1) Experience in presentations and meeting facilitation (2) Experience in preparing a SHSP (3) Experience in crash data analysis (4) Knowledge of Federal requirements related to a SHSP.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for this project however DBE participation is encouraged. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Prior to the negotiation process, the selected firm will be required to have a Connecticut Corporate and individual Professional Engineering licenses, a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that

does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges reviewing the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. Charles S. Harlow, P.E.  
Manager of Traffic Engineering  
Bureau of Engineering and Construction  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand delivered submittals must be brought to Mr. Charles S. Harlow, the Division of Traffic Engineering, Room 4321, no later than 4:00 p.m. on January 7, 2013.

All inquiries regarding this Request for Letters-of-Interest shall be directed to Mr. David M. Mancini, of the Consultant Selection Office, at (860) 594-3017.

Connecticut Department of Transportation  
An Equal Opportunity/Affirmative Action  
Employer